



Permit Number: CD-STR-\_\_\_\_\_

Date of Expiration:\_\_\_\_\_

### Short Term Rental ("STR") Registration Request & Renewal Form

Property Address: \_\_\_\_\_

How to use this form:

1. By signing this form, you are affirming that you are in compliance with all of the requirements of Section 88-321 of the City's Code of Ordinances, including the specific provisions that you initial, and that you will abide by the stated requirements. Violation of any of any of the requirements is grounds for revocation or suspension of the permit, and will require the STR to cease operating.
2. Unless shaded gray, both the host and owner must initial each requirement.
3. Any requirement with a blank (appears as "\_\_\_\_") must be completed by the owner and/or host.
4. Any instructions provided specific to a requirement are stated in italicized font.
5. By completing and submitting this form with a registration renewal you are acknowledging that all the information provided with your initial registration application remains the same. If any information has changed (including but not limited to type of STR, host, etc.), you must reapply for registration and may not simply renew.
6. Unless otherwise noted, legal citations reference the City of Kansas City's Code of Ordinances.

Owner Initials	Host Initials	
		1. The STR is/will be located within the principal building on the property and is not/will not be located within an accessory structure, except for carriage houses as permitted pursuant to Section 88-305-05.
		2. <b><i>Only applicable if the STR is located in a multi-family structure containing three or more dwelling units. If not applicable leave blank.</i></b>  I affirm that the building in which the STR is proposed/located contains ____ dwelling units and that ____ of these units are STRs.  <b>Note:</b> Only 1 unit or 25% of all units, whichever is greater, are allowed to be used for STR. As the building owner you are responsible for ensuring compliance with this requirement. (Sec. 88-321-03-A.5).
		3. <b><i>Only applicable if the STR is located in a multi-family structure containing three or more dwelling units. If not applicable leave blank.</i></b>  I affirm that I host ____ STR units in the building in which this STR is proposed/located.  <b>Note:</b> You may not host an STR in more than four units per building. (Sec. 88-321-03-A.6).
		4. <b><i>Only applicable for Type 1 STRs (owner occupied). (Sec. 88-321-02).</i></b> <ul style="list-style-type: none"> <li>• I affirm I will not rent to more than one party while resident is present or more than two parties when resident is not present (88-321-02-A.5); and</li> <li>• I affirm I will not accommodate more than two persons per each bedroom rented plus one additional person per dwelling unit, not to exceed eight guests. (88-321-02-A.6); and</li> <li>• I affirm that when the resident is present at least one bedroom will be reserved for the resident. (Sec: 88-321-02-A-5; (Sec: 88-321-02-A-6); and</li> <li>• I affirm that the dwelling unit is occupied by the host or owner (circle one) at least 270 days out of the year. (Sec. 88-321-02).</li> </ul>

		<p>5. <b>Only applicable for Type 2 STRs (Non-owner occupied) (Sec. 88-321-03).</b></p> <ul style="list-style-type: none"> <li>• I affirm I will not rent more than 5 bedrooms for STRs at any time (even though the unit may have 6 or more bedrooms) (Sec. 18-40); and</li> <li>• I affirm I will not rent to more than one party during any given period (Sec. 88-321-03-A.8); and</li> <li>• I affirm I will not accommodate more than two persons per each bedroom rented plus one additional person per dwelling unit, not to exceed eight guests. (Sec. 88-321-03-A.7).</li> </ul>
		<p>6. The STR has not been/will not be rented or offered for use as reception space, party space, meeting space, or for other similar events open to non-resident guests. (Sec. 88-321-02-A.9;88-321-03-A.9).</p>
		<p>7. I have not/will not offer food service to guests. (Sec: 88-321-02-A-10, 88-321-03-A-10)</p>
		<p>8. If granted, I will print and will continuously display the STR permit in the interior of the unit at a location visible to guests. (Sec. 88-321-02-A.11, 88-321-03-A.11).</p>
		<p>9. I have been/will maintain the property such that there is no exterior evidence (including but not limited to signage) that the property is being used as a STR. (Sec. 88-321-02-A.12, 88-321-03-A.12).</p>
		<p>10. <b>Complete all that apply by providing a direct link to your STR listing. If you do not advertise on one of the three provided platforms, leave blank.</b></p> <p>I advertise on the following platforms:</p> <p>Airbnb Link:_____</p> <p>Homeaway Link:_____</p> <p>VRBO Link:_____</p> <p>Others (<b>Note:</b> provide platform name and link) (Sec. 88-321-04-B.3).</p>
		<p>11. I have uploaded a current evidence of insurance and will maintain a liability insurance policy of at least \$300,000 for my STR dwelling unit for as long as the unit is being used as a STR. (Sec. 88-321-04-D.10).</p>
		<p>12. <b>Complete the following only if the owner of the dwelling unit in which the STR is proposed/exists is an LLC.</b></p> <p>As required of Missouri law (RSMo 347.048) I have filed an affidavit with the city clerk providing the name and street address of at least one natural person who has management control and responsibility for the real property owned and leased or rented by the LLC. These persons names and street addresses are provided as follows:</p> <p>Name:_____</p> <p>Address:_____</p> <p>Name:_____</p> <p>Address:_____</p> <p>I also affirm that I have filed a copy of this affidavit with the clerks office as required by Missouri law and have uploaded corporate records for the LLC. (Sec. 88-321-04-D.2).</p>

		13.	I will follow all applicable federal, state, and local laws, including but not limited to collection and certification of payment of taxes and procurement of any required licenses and permits. (Sec. 88-321-04-D.2).
		14.	I will follow all applicable provisions of the Code of Ordinances, and by submitting this form I certify that the property is in compliance with all property maintenance, building, electrical, mechanical, and plumbing codes. (Sec. 88-321-04-D.3).
		15.	I will post within each unit, contact information for the owner, host, and/or other local emergency contact information. (Sec. 88-321-04-D.4).
			<b>Only applicable if the STR is located in a multi-family structure containing three or more dwelling units. If not applicable leave blank.</b>
		16.	I will post a map depicting all (minimum of two) evacuation routes by door for use in the event of an emergency. I will post the map immediately adjacent to every required egress door (except for those which lead directly to the outside of the building at grade level). (Sec: 88-321-04-D.5).
		17.	I will install and maintain smoke and carbon monoxide detectors in locations as specified for dwelling units by the Building Code. (Sec. 88-321-04-D.6; 18-40).
		18.	I will place a working fire extinguisher and a working battery powered portable flashlight or lantern or other emergency lighting device that is workable during an electrical power outage in each STR. (Sec. 88-321-04-D.7).
		19.	I will maintain records of each STR and make those records available for review upon request. (Sec. 88-321-04-B.3).
		20.	I will allow inspection of the STR dwelling unit by the city for compliance with <u>Section 88-321</u> and for fire, public safety, health/sanitation and other city code compliance purposes upon reasonable prior notice (which may be oral or electronic) at times that such unit is not occupied by a STR guest; and further agree that if for any reason I do not allow requested city inspection of such unit, the STR permit for such unit may be suspended by the Director until such inspection is allowed by the host and/or owner. (Sec. 88-321-04-D.9).

**Note: Complete acknowledgement form on following page!**

I hereby acknowledge that I comply with, and will continue to comply with, all of the requirements of Section 88-321 of the City's Code of Ordinances, including the specific provisions cited above which I have initialed, as well as all other federal, state and local requirements to operate a STR in Kansas City, Missouri. I understand that violation of any of any of the requirements is grounds for revocation or suspension of the permit and will require the STR to cease operating.

**Property Owner Signature**

Business Entity Type:

<input type="checkbox"/> Missouri Corporation	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Fictitious Name Registration	

(Affix Corporate Seal)

Business Entity

I hereby certify that I have authority to execute this document on behalf of the business entity.

Business Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Host Signature**

Business Entity Type:

<input type="checkbox"/> Missouri Corporation	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
<input type="checkbox"/> Foreign Corporation	<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Fictitious Name Registration	

(Affix Corporate Seal)

Business Entity

I hereby certify that I have authority to execute this document on behalf of the business entity.

Business Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_